CHAPTER VII

PREPARATION OF TEST MANUAL AND HANDBOOK

In previous Chapters the technique of development and standardization of the test and production of test norms have been discussed. Preparation of Test Manual and Handbook has been discussed in this Chapter.

A specimen set of a test is a package including Manual, Test Booklet, Answersheet and scoring key (Cronbach, 1965).

Need of Test Manual and Handbook

Test users, research workers in Mental Measurement and psychometricians need Test Manuals and Hand Books to judge the quality and worth of different tests for their use.

A Test Manual gives essential and very essential information of a test and a Hand Book deals with desirable information in addition to the information given in a Test Manual about construction and standardization of the test and production and interpretation of test norms.

Test Manual and Hand Book of the test have been prepared to get adequate and complete information of the test.

Test Manual

A Test Manual is the principal source of information and data about the technical quality of published test avoiding highly technical details. It is sold with the test and is
explicit and clear and any qualified user can comprehend it easily. The material in the Test Manual is precise enough to satisfy specialists in test research. The information is sufficient to enable a tester to make sound judgements regarding the usability and adequacy of the test.

A Test Manual helps a test user in evaluation, judgement and selection of an appropriate test to suit his specific purpose in view, on the basis of information, facts, reports, summaries of test results and data provided in the Test Manual. His problem of choice becomes easy and objective.

A specific tool fulfilling the desired purpose of measurement increases objectivity of measurement.

The Manual is useful for a tester to study the technique and procedure of administration of the test to identified population in measuring scholastic aptitude of subjects to be tested.

A research worker in scholastic aptitude testing gets proper view of the work done in the construction, standardization and production of test norms. He can study product and procedure used and employed in the test.

Conditions of selection of tests differ in India than in Foreign Countries. Test users in Foreign Countries can select specific tests for their purpose from the study of Test Manuals produced by test authors of the published tests in great numbers. The Manuals provide ample, adequate
and needed information of the test for test users, administrators and research workers in mental measurement.

The work done in mental measurement in India is meagre and some of the tests do not have test manuals at all or they are inadequate in supplying the desired needed information and data of the tests for their purpose. In Indian market the test user has to rely generally on the face validity of the test.

The Test Manual provides essential information such as medium, nature, type, form, object, purpose and usefulness of the test. It gives very essential information about standardized test administration procedure with detailed instructions to testees to be followed and directions to testers to be given in a test session and procedure of scoring of answer sheets of testees. It deals with information about validity and reliability of the test with requisite data. Separate tables of age and grade norms in the forms of (a) percentiles and (b) means and SDs for boys and girls from urban and rural areas of Maharashtra on the identified sample of population for the test, WilksZ and T scores are given.

Illustrated discussion of application and interpretation of test norms have been given to help test users to interpret their test results.

It lays down qualifications required for a tester to administer the test and the minimum needs and preparation to be done for an untrained tester.
Limitations of the test have been discussed in a Word to Test Users, in the Test Manual.

Test Hand Book

Hand Book of the Test gives detailed and comprehensive technical information, data and results designed to cover research origins, product and procedure of the test. Method of preparation of test material and procedure to use the same to measure scholastic aptitude of identified population and application and use of test results in different walks of life have been discussed in the Hand Book. It is of great use to research workers and psychometricians in Mental Measurement. It lays down in details activities conducted by a tester and operations performed by testees in a test session. Both the Test Manual and Test Hand Book have been prepared carefully and are elaborate and informative in their use.

The Hand Book is informative in giving standardized methods and procedures adopted in development of the test and explains details of design and principles governing construction of preliminary and final test forms, universe of behaviours and abilities measured by the test. Techniques used in item analysis and criteria of selection of valid items for the final test have been discussed with needful results and data. Analysis of test scores with the results to establish normality of standardization and normative samples have been given.

Test evaluation and standardization with item and test
statistics and constants, operational validity, adequacy and usability of the test have been dealt with needful data and details in the Hand Book.

Method and precautions to be taken in the administration of the test, observance of time limit and scoring of answersheets have been stated. Selection and nature of standardization sample used to standardize the test, normative sample utilized for establishment of test norms and interpretation of test norms have been explained in the Hand Book. It provides research findings of the test and includes facts and data to judge the quality and utility of the test.

A trained or untrained tester must study, and strictly follow test administration procedure, scoring of answersheets and observe time limit of the test scrupulously for reliable test results. An untrained tester should get the test administered on him by an experienced tester before the application of the test.